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# Office Memorandum • UNITED STATES GOVERNMENT

TO : C/Plans and Policy Staff

DATE: 7 December 1955

FROM : C/Junior Officer Training Program

SUBJECT: Weekly Activity Report #49  
30 November - 6 December 1955A. SIGNIFICANT ITEMS

Nothing to report.

B. NORMAL ACTIVITIES

1. We are now in process of consolidating the files maintained in this Office on each JOT, which should result in an appreciable saving in safe space and time.

2. When JOT's come on board, they are normally held for several days in the IAS Pool during processing. Every effort is made to keep this time to a minimum, but they are still more or less at loose ends during this period. With the cooperation of [ ]/IS/TR a list of books on Communism will be provided so that we can assign these JOT's readings and book reports which will occupy their free hours more constructively than heretofore and at the same time give us some idea of their writing ability.

3. When the opening of the Operations Familiarization and Operations Support Courses was advanced a week, the scheduling of the programs for [ ] JOT's was thrown out of kilter. These people were withdrawn from the last week of either [ ] with the understanding that they would be given opportunity to make up the work at a later date and thus receive full credit for the course. Thanks to [ ] and Mr. [ ] arrangements have been made with some inconvenience to the Staff to accomplish this end. We are grateful to all individuals concerned for their interest and cooperation in solving this problem.

4. C/JOTP attended meetings on: a) Qualifications Panel on JOT's [ ] (Chinese [ ] and [ ] (French) and b) OTR Career Service Board.

5. Meetings with JOT's were held as follows:

[ ] - briefing on the Program

[ ] - entrance into OCS Program

[ ] - training assignments

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-2-

6. Meetings were held with the following officials on the subjects indicated:

DTR and C/A&E Staff - reporting on test results  
[ ] Med Office - qualifications of six JOT candidates  
[ ] Pers - JCD problems  
[ ] SA/DDI - program for James, JOT assignments to DDI, and JOTP in general  
[ ] LS/TR - arrangements for special work (B.3.)

7. [ ] has been temporarily attached to ORR for on-the-job training. [ ] has been temporarily attached to Staff C.

8. [ ] and [ ] are taking the last three weeks of Operations Familiarization #1.

9. [ ] received the following ratings on the Russian Language Achievement Test: Reading and Writing Phases: Intermediate; Spoken Phase: Advanced Non-Native.

C. PERSONNEL NOTES

1. [ ] has enlisted in the Army under the OCS Program.

2. The case of [ ] is still in a confused state. [ ] reports that [ ] was officially released from active duty on 10 September.

[ ] We continue to work on the problem. (Ref. #46, C.2.)

3. A second son has been born to [ ]

4. C/JOTP met with AF/OS to take note of the latter's recent promotion. It was mutually agreed that it was well merited. The problems inherent in JOT [ ] plan for the next several years were also discussed in considerable detail.

5. Interviews were held with two JOT candidates.



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